

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
241-02

Effective Date:
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Subject:
Patrol Operations

Approved by:

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish guidelines concerning the operational practices of the Patrol Division.

POLICY:

It is the policy of the Farmington Police Department to establish standards of practice for Patrol Division operations to ensure efficient and effective service to the community.

PROCEDURE:

Definitions:

Field Interview: The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion, for the purposes of determining the individual's identity and resolving the officer's suspicions concerning criminal activity.

Pat-down Searches: A frisk or external feeling of the outer garments of an individual for weapons only.

Reasonable Suspicion: Articulable facts that, within the totality of the circumstances, lead an officer to reasonably suspect that criminal activity has been, is being, or is about to be committed.

Objectives:

The following guidelines are designed to furnish patrol personnel with standards of operational practice with the intent of improving productivity and ensuring officer safety. Patrol personnel will adhere to these guidelines during normal operational conditions unless otherwise instructed by specific policy elements or by a supervisor.

Investigations - Preliminary:

Patrol officers are responsible for conducting the preliminary investigation for the majority of incidents or calls for service requiring law enforcement service or attention. In such cases, the patrol officer assigned is responsible for the following functions:

1. Establish control of the crime scene;
2. Provide aid to the injured and obtain additional medical attention if necessary;
3. Assess the assistance required and request additional officers, supervisors, detectives, medical investigators, or other support personnel as needed;
4. Determine if a crime has been committed and if it was committed within the Department's jurisdiction;
5. Locate and identify victims and potential witnesses;
6. Determine the identity of the suspect and affect the arrest of the criminal whenever possible;
7. Furnish other field units with descriptions, method of operation and direction of flight when possible;
8. Conduct initial interviews and interrogations;
9. Process the scene and collect evidence;
10. Completely and accurately report collected information on the appropriate report forms.

In the case of an unusually serious or complex situation, immediate notification of a shift supervisor and response of Detective Division personnel may be required. In such cases, the officer will notify the San Juan County Communications Authority (SJCCA) who will contact the shift supervisor and the on-call Detective Division supervisor. The shift supervisor and detective supervisor will make the determination to callout the appropriate on-call Detective Division, or other required, personnel.

Cases that would warrant notification and response of Detective Division personnel would include, but not be limited to:

1. Homicide or any violent, unexplained or unattended death other than traffic accidents;
2. Criminal sexual penetration/contact of a minor;
3. Kidnapping;
4. Any violent felony involving serious injury or which may result in death;
5. Arson;
6. Police-involved shootings;
7. Any crime involving extensive or complex crime scene processing;
8. Any incident where the investigation may require the presence of Detective Division personnel in plain clothes during the initial investigation;
9. Any incident where the shift supervisor determines that Detective Division personnel should become immediately involved.

The assigned patrol officer is responsible for preliminary crime scene functions and to assist Detective Division and other support personnel as requested, unless relieved of those duties by a supervisor or the responding Detective Division personnel.

Investigations - Follow-up:

Patrol officers are responsible for conducting the follow-up investigation for the majority of incidents or calls for service. The following conditions will serve as guidelines when a felony level case should be referred to the Detective Division for follow-up:

1. The case cannot be concluded during the shift;
2. The investigation requires prolonged contact with an outside agency;
3. The crime appears to be one in a pattern or involves an on-going Detective Division investigation;
4. The duration or location of the investigation extensively interferes with officer's primary patrol duties;
5. Instructed by the Shift Supervisor.

Shift supervisors may waive the above mentioned guidelines and allow patrol officers to conduct extensive follow-up investigations if manpower resources and the assigned officer's knowledge and experience permit. Misdemeanor crimes are typically investigated and followed up on by Patrol personnel. In cases handled by a Community Service Officer that require officer assistance to complete interviews and/or the completion of an arrest warrant, a sworn member on their shift will be assigned by the shift supervisor to assist.

Field Interviews:

The field interview is an important point of contact for officers in preventing and investigating criminal activity.

Even when conducted with respect for involved citizens and in strict compliance with the law, the field interview can be perceived by some as police harassment or intimidation conducted in a discriminatory manner against groups or individuals. In order to maintain the effectiveness and legitimacy of this practice and to protect the safety of officers who must approach suspicious individuals, law enforcement officers shall conduct field interviews and perform pat-down searches in conformance with procedures set forth in this policy.

Justification for Conducting a Field Interview:

Law enforcement officers may stop individuals for the purpose of conducting a field interview only where reasonable suspicion is present. Reasonable suspicion must be more than a hunch or feeling, but need the test for probable cause sufficient to make an arrest. In justifying the stop, officers must be able to point to specific facts that, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to, the following:

1. The appearance or demeanor of an individual suggests that he or she is part of a criminal enterprise or is engaged in a criminal act;

2. The actions of the suspect suggest that he or she is engaged in a criminal activity;
3. The hour of day or night is inappropriate for the suspect's presence in the area;
4. The suspect's presence in a neighborhood or location is inappropriate;
5. The suspect is carrying a suspicious object or item;
6. The suspect's clothing bulges in a manner that suggests he or she is carrying a weapon;
7. The suspect is located in proximate time and place to an alleged crime;
8. The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity;
9. The individual flees at the sight of police officers.

Procedures for Initiating a Field Interview:

Based on observance of suspicious circumstances, or upon information from an investigation, an officer may initiate the stop of a suspect if he has reasonable suspicion to do so. The following guidelines shall be followed when making an authorized (legally justifiable) stop for the purpose of conducting a field interview:

1. When approaching the suspect, the officer shall clearly identify himself as a law enforcement officer, if not in uniform, by announcing his identity and displaying departmental identifications;
2. Officers shall be courteous at all times during the contact, but maintain caution and vigilance for furtive movements to retrieve weapons, conceal or discard contraband or other suspicious actions;
3. Before approaching more than one suspect, individual officers should determine whether the circumstances warrant a request for back-up assistance and whether the contact can and should be delayed until such assistance arrives;
4. Officers shall confine their questions to those concerning the suspect's suspicions. However, in no instance shall an officer detain a suspect longer than is reasonably necessary to make these limited inquiries and resolve suspicions;
5. Officers are not required to give suspects Miranda warnings in order to conduct field interviews unless the person is in custody and about to be interrogated;
6. Suspects are not required, nor can they be compelled, to answer any questions posed during field interviews. Failure to respond to an officer's inquiries is not, in and of itself, sufficient grounds to make an arrest although it may provide sufficient justification for additional observation and investigation.

Procedures-Pat-down Searches:

Justification for Conducting Pat-down Searches: A law enforcement officer has the right to perform a pat-down search of the outer garments of a suspect for weapons if; (1) the suspect has been legitimately stopped with reasonable suspicion; and (2) only when the officer has reason to believe that the suspect possesses weapons on his or her person and poses a threat to the officer's or another person's safety. Not all field interviews pose sufficient justification for conducting a pat-down search. The following are some criteria that may form the basis for establishing justification for performing a pat-down search. Officers should note that these factors are not all-inclusive, and there are other factors that could and should be considered.

The existence of more than one of these factors may be required in order to justify a pat-down search:

1. The type of crime suspected, particularly crimes of violence where the use or threat of a deadly weapon is involved;
2. Where more than one suspect must be handled by a single officer;
3. The hour of the day and location or neighborhood where the stop takes place;
4. Prior knowledge of the suspect's use of force and/or propensity to carry deadly weapons;
5. The appearance and demeanor of the suspect;
6. Visual indications that suggest that the suspect is carrying a firearm or other deadly weapon;
7. The age and gender of the suspect. Whenever possible, pat-down searches should be performed by officer of the same sex.

Procedures for Performing a Pat-down Search: When reasonable suspicion justifies a pat-down search, the search should be performed with due caution, restraint and sensitivity. These searches may only be performed to protect the safety of officers and others and may never be used as a pretext for frisking down individuals or groups of individuals to obtain evidence or for other purposes.

Pat-down searches should be conducted in the following manner:

1. Whenever possible, pat-down searches should be conducted by at least two officers, one who performs the search while the other provides protective cover;
2. Because pat-down searches are cursory in nature, they should be performed with the suspect in a standing position with feet spread apart. Should an officer visually observe a weapon, a more secure search position may be used, such as the kneeling or prone positions;
3. In a pat-down search, officers are permitted only to feel the outer clothing of the suspect. Officers may not place their hands in pockets unless they feel an object that could reasonably be a weapon, such as a firearm, knife, club or other item;
4. If the suspect is carrying an object such as a handbag, suitcase, briefcase, sack or other item that may conceal a weapon, the officer should not open the item but instead place it out of the suspect's reach;
5. If the external feeling of the suspect's clothing fails to disclose evidence of a weapon, no further search may be made. If evidence of a weapon is present, an officer may retrieve that item only. If

the item is a weapon, the possession of which is a crime, the officer may make an arrest of the suspect and complete a full in-custody search of the suspect.

Reporting: If after conducting a field interview the officer has no basis for making an arrest, the officer should write a report under the title of "Suspicious Conduct" describing the facts of the interview.

Use of Informants:

Patrol officers utilizing the assistance of confidential informants will do so in compliance with the Farmington Police Department Use of Confidential Informants Policy.

Information Items:

Information items are those police hazards which are defined as any situation, person, property, or place that may induce an incident calling for some law enforcement action. Potential or actual information items may be permanent or temporary and may vary hourly, daily or seasonally.

Any time a Department employee becomes aware of information relating to any type of hazard or activity that could adversely affect officers or the public, the employee documents such information items by means of the following forms or documentation:

1. Attempt to Locate and Information item;
2. Shift/Department Information;
3. Officers Request of Close Patrol;
4. Inter-Office Memorandum;
5. House Watch/Officer Safety form (required by dispatch);
6. Any other pertinent information, documentation, statistical data or relevant communication or intelligence.

These are entered into the San Juan County Law Enforcement Intranet system by the originating officer or personnel. The information is disseminated through the intranet system and is accessed daily upon commencing one's shift. Information is also disseminated to on-duty shift personnel through dispatch via radio, MDT and cellular transmissions.

Information items involving a specific place or address should be noted in the Computer Aided Dispatch (CAD) system by means of a Premise Information alert. This provides a means of alerting officers of hazards if they are dispatched to the same location in the future. Department employees should do so by providing the appropriate information to an on-duty dispatcher utilizing the House Watch/Officer Safety form which is then entered into the CAD system.

Required Presence of a Patrol Shift Supervisor:

It is the duty of the shift supervisor to provide the necessary command presence to facilitate the proper completion of selected criminal investigations. The shift supervisor normally responds to the following incidents:

1. Most major in-progress calls involving the threat of physical violence, injury, trauma, use of a deadly weapon, violent or unexpected deaths;
2. All violent felonies;
3. Any incident or crime involving critical injury;
4. Unattended deaths, other than Hospice cases;
5. Traffic or industrial accidents that result in serious injury or death, or involve a vehicle or equipment owned by the City of Farmington;
6. Incidents involving barricaded persons or the taking of hostages;
7. Any incident involving the execution of a search warrant, with the exception of vehicle search warrants executed in the secure evidence/impound lot;
8. Any incident involving the discharge of a firearm by an officer;
9. Any incident involving injury to an officer;
10. Any major incident or incident of alleged criminal misconduct involving Department employees, to include Domestic Violence;
11. Any incident that a supervisor deems their presence may be required due to the expertise of the officer assigned, type of incident or crime described, or at the request of the assigned officer.

A shift/detective supervisor evaluates each incident to determine the length of time they will spend on the scene and if they will take command of the incident.

A shift/detective supervisor evaluates the actions of the officer/detective assigned to the incident and will advise, counsel, or relieve them if the actions of the individual are deemed inappropriate. Or, if they are failing in their obligation to properly conduct the investigation and/or handle the incident satisfactorily.

The officer/detective assigned to the incident is responsible for completion of the assignment until such time that the shift/detective supervisor relieves them, assumes command, or re-assigns another officer.

Radio Communications - Portable Radios:

All Patrol shift personnel are issued a portable radio and are required to carry it during their tour of duty. Any

time an officer leaves the police vehicle they turn on the portable radio and monitor the appropriate channel, unless otherwise instructed such as the case of a bomb threat or officer safety issue. Spare portable radios are available in the patrol equipment locker if the issued portable radio is out of service.

Radio Communications - Patrol Officer Identifiers:

During radio transmission, patrol personnel are identified by their assigned call number. Some officers are assigned individual call numbers due to assignment or position. Officers and corporals not assigned an individual call number have a call number assigned at the beginning of each shift. That call number designates the shift the officer is working, and either the district assigned or a roving unit designation. It is the shift supervisor's responsibility to send the duty roster with these call numbers to the communication center prior to the officers going on duty.

Each shift is designated by a "hundred" series number corresponding with the shift identifier as follows:

1. Shift One: 100 series;
2. Shift Two: 200 series;
3. Shift Three: 300 series.
4. Shift four: 400 series;

Patrol districts are numbered 5, 6, 7 and 8, respectively. The last digit of the call number indicates the patrol district the officer is assigned to. An officer assigned to district 5 would be indicated by "05".

Roving units are indicated by a "ten" series, corresponding with the district in which the roving unit is assigned to concentrate most of their patrol duties. A roving unit assigned to district 7 would be indicated by "17".

Two-officer units are designated as described above with the addition of an "X-ray" identifier after the call number.

The agencies dispatched by the SJCCA have a one digit prefix followed by a three digit number. The one digit prefix identifiers are as follows:

1. "1" identifies all San Juan County Sheriff units;
2. "2" identifies all Aztec Police units;
3. "3" identifies all Bloomfield Police units;
4. "4" identifies all Farmington Police units;
5. "5" identifies all New Mexico State Police units.

Examples:

- "4,205" identifies a Farmington Police day shift unit, working district five.
- "4,205" is articulated as "four, two-oh-five" and should not be articulated as "forty-two oh-five".
- "4,308 X-ray" identifies a Farmington Police swing shift unit, working district 8, X-ray indicates a two officer unit.

Certain assigned positions are indicated by individual call numbers corresponding to their position. Those are as follows:

1. Community Service Officers are assigned individual call numbers in the "hundred" series corresponding with their assigned shift, with a "ten" series designator of "30", ending in a last digit identifier for each officer. for example, Community Service Officers assigned to Shift Three would have a call number of "4,330", "4,331", etc.;
2. Shift Sergeants and Shift Corporals are assigned individual call numbers in the corresponding shift "hundred" series number ending with the last digit of "4", in conjunction with the Departmental rank indicator of "4" for all sergeants and corporals. For example, sergeants assigned to day shift are identified by the call signs "4, 204" and "4, 214", and corporals assigned to day shift are identified by the call signs "4,224" and "4,234";
3. Traffic Officers are assigned permanent individual call numbers in the 500 series, for example, "4,505" and "4,506";
4. Canine Officers are assigned permanent individual call numbers with a letter series designator of "King", ending in a last digit identifier for each officer, such as "4,King9" and "4,King19";
5. Foot/Bicycle Patrol Officers are assigned permanent individual call numbers in the 500 series, with a "ten" series designator of "40", ending in a last digit identifier for each officer, such as "4,540" and "4,541";
6. Command Staff and other Administrative Staff members are assigned the permanent individual call numbers in the 900 series. For example "4,901" and "4,902".

Communications personnel will have immediate access to the following information in order to contact agency personnel both on and off duty:

1. Shift Sergeant or on duty supervisor;
2. Duty roster;

3. Cellular telephone list of all agency personnel;
4. Visual maps of the agency's service area.

Radio Communications - Required Transmissions:

To enhance operational efficiency and officer safety it is required that officers communicate with the dispatcher during the following situations:

1. Acknowledging a dispatch or assignment;
2. Arriving at an incident or assignment scene;
3. Advising on the status of an incident or assignment upon completion;
4. Going in or out of service, including meals and breaks;
5. Leaving assigned district or city limits, except when dispatched.

In addition, officers are required to communicate with the dispatcher under the following circumstances, giving the corresponding information:

1. Prior to conducting a traffic stop, field interview or citizen contact, indicating the location and as detailed of a description of the vehicle or person as possible;
2. Leaving or re-entering the police vehicle, indicating the location and reason for leaving;
3. Changing previously reported location, indicating the new location.

Radio Communications - Multiple Officer Response:

To enhance operational efficiency and officer safety, some calls for service require an initial response of at least two officers. These would include any call for service that is life-threatening, property threatening or in-progress. Calls for service that meet these criteria include, but are not limited to, the following:

1. Alarms;
2. Armed robberies;
3. Bank robberies;
4. Disturbances or fights;
5. Calls related to the mentally ill;

6. Bomb threats;
7. Burglary in progress or prowlers;
8. Homicide, suicide or dead bodies;
9. Explosions;
10. Injured subjects;
11. Armed subjects;
12. Rapes;
13. Shots fired;
14. Accident with injuries;
15. Domestic disturbances;
16. Any call that contains circumstances that poses a threat or obvious risk to officer safety;
17. Any call involving a potential arrest for a felony or violent misdemeanor, resisting arrest or a fleeing suspect.

Radio Communication - Inter-agency Procedure:

In situations involving inter-agency communications, officers are required to use clear speech when communicating with agencies not dispatched through the SJCCA. This would apply if transmissions are being made on any Farmington Police Department channels or any other agencies' channels.

Emergency Notifications:

Notifications of an emergency nature to persons residing within Farmington Police Department's jurisdiction are accomplished in a prompt, professional and courteous manner using extreme tact and a direct approach. Every effort should be made to ensure the appropriate person is notified, that the information is accurate and that the notification is made in the proper setting or environment. Any possible assistance should be offered.

Emergency notifications that originate outside of Farmington Police Department's jurisdiction are made if the request comes from a law enforcement agency by means of a teletype message. The request should include specific information facilitating the delivery of the message and call-back information.

Notifications of next-of-kin of deceased, seriously injured or seriously ill persons are made in person by the shift supervisor whenever possible. The shift supervisor making the notification should be accompanied by another person such as another supervisor, patrol officer, detective, the medical investigator, etc.

Whenever possible, the clergy, a relative or a close friend should be contacted to ensure that the person notified is not left alone.

The person being notified should not be left alone unless it is determined that they have gained adequate composure and there are no unusual reactions.

Notification of emergency messages such as attempt to contact can be made by the shift supervisor or a patrol officer.

Notification of Other Agencies:

Certain emergency or critical situations may require the notification of another agency or organization. In such cases it is essential that notification of the appropriate entity be promptly carried out. The following procedures will serve as guidelines for notification under specific circumstances:

1. Medical Investigator - The Medical Investigator is contacted in the case of any violent, unexpected, unexplained or unattended death. The Department employee in charge of the scene notifies the SJCCA who contacts the on call Medical Investigator;
2. Street Department/Electric Utilities - The City of Farmington Street Department is contacted in the event of any condition that would require emergency repairs to city streets, removal of debris from city streets, placement of barricades or whenever it begins to snow after normal working hours.

The City of Farmington Electric Utilities Department is notified in the event of any emergency situation involving electric utility power, including a down or damaged utility pole or a power outage or in the case of any down utility lines. In the event of any down utility lines the Electric Utilities Department makes the determination of whether the lines are electrical, telephone or cable television.

The officer assigned or the shift supervisor notifies the police dispatcher, who notifies the appropriate City Department during normal working hours. The City of Farmington PBX operator is notified if after normal working hours;

3. Public Utilities - Public utility agencies are contacted in the event of any emergency situation involving the respective utilities, such as telephone, cable television, natural gas or water and sewer. The officer assigned or the shift supervisor notifies the police dispatcher who notifies the appropriate agency;
4. News Media - The news media is contacted in compliance with the Public Information policy.

The shift supervisor is responsible for determining when the news media should be notified. The shift supervisor, or public information officer, may contact the media or delegate the responsibility as deemed appropriate.

Information to be released includes the type of hazard or condition, the location and any instructions or directions the public is recommended to follow.

Patrol Vehicles - Officer's Responsibilities:

Officers are fully responsible for the care and maintenance of their assigned vehicles in compliance with the Vehicle Fleet System policy. In addition, all officers inspect their assigned vehicle prior to going in service at

the beginning of each tour of duty, and are responsible for the following:

1. Ensuring that all of the emergency equipment is available and operational;
2. Condition of all vehicle equipment and accessories such as horn, lights, windshield wipers, gauges, and heating/air conditioning system;
3. Reporting any new or previously unreported damage;
4. Checking the interior, including under the seats, for contraband or weapons.

Ignition keys are removed from all patrol vehicles and the vehicle locked whenever it is left unattended and the officer is not within the immediate proximity. The officer is responsible for ensuring the security of the vehicle when going out of service at the end of shift. It is the responsibility of the shift supervisor to conduct inspections of all Patrol vehicles assigned to their shift to ensure all of the above mentioned conditions are adhered to.

Patrol Vehicles - Seat Belt Usage:

In compliance with New Mexico State Statutes and City of Farmington Safety Policy, seatbelts are worn by drivers and passengers of all Department vehicles at all times the vehicle is in motion. Officers are exempt only in cases of emergency where such use would endanger officer safety. A child restraint device is available at the Police Department for use when transporting children as mandated by State Statute.

Missing Persons:

Patrol personnel who respond to missing person calls will respond in accordance to the department's Missing Person (Adults) (#241-15) and Missing Children (#241-16) policies.

Temporary Detention:

Farmington Police Department employees shall not transport detainees to the department for the purpose of temporary detention. For the purpose of this policy temporary detention is defined as being measured in hours and does not involve housing or feeding detainees in extenuating circumstances. Testing and processing of detainees, or interviewing of detainees does not constitute temporary detention.